



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP  
held on Monday, 25 April 2016 at FSHQ at 10.30 am**

**PRESENT:** Councillors D Flude, P Harris and S Parker

**1 APOLOGIES**

Apologies were received from Councillor N Wright and Mr R Garner.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED: THAT**

**[1] the notes of the meeting held on 15 December 2015 be approved as a correct record.**

**3 PERSONAL DEVELOPMENT REVIEWS: UPDATE**

The Leadership Development Advisor attended the meeting to provide a verbal update on the 2015/16 Personal Development Reviews (PDRs). He informed the Group that all Members had attended a personal development interview and that the feedback received from Members had been very positive. Members agreed that any outstanding development needs from previous reviews were no longer applicable and fresh plans were developed. It was noted that there were no large gaps identified in the training and development opportunities offered to Members and Members commented that they felt well supported in their role. He provided a copy of the prioritised learning needs plan for Members that he had developed using the outcomes of the PDRs.

The Leadership Development Advisor highlighted the key learning needs arising from the reviews which included training on access to the Service's intranet, maintenance of a high level of communications on Blue Light Collaboration (BLC) and the organisational structure, specifically on stations. The Democratic Services Manager explained that the Authority was in the process of implementing an electronic committee system which should improve Members access to documents on both the internet and intranet. The majority of Members already used this system at their constituent authority but it was suggested that a familiarisation session be held on the rise of the planning day in June which would include accessing the CFRS intranet. The Chair suggested that it would be useful for each UPG to have a session on the stations structure within their area which would provide Members with a useful overview of Station Management within their unitary area.

The Leadership Development Advisor informed the Member Training and Development Group (MTDG) that around half of Members had completed the pre-interview documentation prior to the interview and there had been some confusion over the scoring criteria for new Members and lack of clarity on the wording of the on-going review documentation. These documents would be reviewed and revised

accordingly and submitted to the MTDG for consideration prior to the next programme of reviews.

The Chair concluded by thanking the Learning Development Advisor and the Member Support Officer for their work in ensuring all Members had received a PDR. She also wished to thank all Members for their participation.

**RESOLVED: THAT:**

- [1] the update on Personal Development Reviews be noted;**
- [2] the training needs identified be fed into the Member Development Programme where appropriate; and**
- [3] a review of the PDR documentation be undertaken and submitted to the MTDG at the October meeting.**

**4 MEMBER DEVELOPMENT PROGRAMME 2015/16 - QUARTERLY MONITORING**

The Member Development Programme 2015/16 was approved at CFA on 17 June 2015. The MTDG were asked to review progress against the current programme and to identify any training needs that they felt were not currently being met. A copy of the approved programme which provided details of attendance at Member Development events and an overview of the evaluation feedback received on planning days was attached as an appendix.

The Democratic Service Manager (DSM) provided an update on the Members induction programme for 2015/16. She explained that the final session on Health and Safety would be held in May and would conclude with an evaluation session with the DSM to identify if there were any gaps in the programme or improvements that could be made for 2016/17.

Members noted that this was the final report for the programme for 2015/16 and were satisfied with the programme delivery.

**RESOLVED: THAT**

- [1] Progress on the delivery of the 2015/16 Member Training and Development programme be noted.**

**5 PROPOSALS FOR 2016/17 MEMBER DEVELOPMENT AND INDUCTION PROGRAMME**

This report presented the draft Member Development Programme and Members Induction Programme for 2016/17 to the MTDG for approval for submission to the Fire Authority in June 2016.

The DSM explained that the Member Development Programme for 2016/17 would cover the generic training and development sessions for all Members and the induction sessions for new Members. Training needs identified in Personal Development Reviews in respect of ICT/Intranet Training and UPGs overview of station management would be added to the programme.

Members also highlighted the need to ensure they were kept updated on the BLC programme and timelines which had been identified by a number of Members in PDR interviews. The MTDG commented that they would like regular updates on changes to roles and functions and the development of the new operating model for Fire as BLC progressed. The DSM explained that Officers were aware of the importance of keeping Members updated on BLC and regular update reports would be fed into Committee meetings and Members Planning Days as appropriate.

**RESOLVED: THAT:**

- [1] the proposals for the 2016/17 Members Induction Programmes (Appendix 1) be approved; and**
- [2] the draft Member Development Programme be approved for submission to the Fire Authority in June 2016.**

**MEMBER DEVELOPMENT STRATEGY 2014-16 IMPLEMENTATION PLAN :  
QUARTERLY MONITORING**

The Member Development Strategy 2014-16 was approved by the Fire Authority in September 2014 and it was agreed that the implementation and monitoring of the Strategy would be monitored by the MTDG. The DSM introduced the report which provided an update on progress made in respect of the implementation plan.

The report provided a brief update on the key objectives. Members discussed the outstanding work required in respect of Objective 7.5 – developing a portfolio for North West Charter Level 2. The Chair commented that she did not think it was practical to pursue this objective whilst the Authority was in the middle of the BLC programme as this programme would have an impact on the work of the Authority. Other factors considered included the resources required to implement the electronic committee system and the vacant Democratic Services post. Members agreed to put this work on hold until the BLC programme had been implemented.

**RESOLVED: THAT:**

- [1] the content of the report be noted; and**
- [2] work on North West Charter Level 2 be put on hold until the BLC programme had been implemented.**

**7 ANNUAL MEMBER DEVELOPMENT REPORT**

The Democratic Service Manager explained that it was proposed that the format and content of the annual report on Member Development for 2015/16 remained the same. The report was scheduled to be submitted to CFA in June 2016 and Members were happy with the approach suggested. The Democratic Services Manager would distribute a draft to group Members for review prior to submission.

**RESOLVED: THAT:**

- [1] the draft Annual report to CFA be distributed to MTDG Members for comment prior to submission to CFA.**

## **8 WORK PROGRAMME 2016/17**

The work programme for 2016/17 was presented to Members for approval. It was noted that an item on the review of PDR documents would be added to the meeting scheduled for October. The Group also discussed the timings of the meetings scheduled for 2016/17 and it was agreed that meetings would commence at 10.30am.

### **RESOLVED:THAT:**

- [1] the work programme for 2016/17 be approved; and**
- [2] the start times of meetings for 2016/17 be rescheduled from 2pm to 10.30am.**